

Kent County Council

Job Description: *Early Help Worker (Area Early Help Unit/Adolescent Service)*

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| Directorate | Children's Young People's and Education Services |
| Unit/Section | Area Early Help Services / Integrated Adolescent Service |
| Grade | KR7 |
| Responsible to | Early Help Unit Leader |

Job Purpose

To operate as an early help worker within and Early Help Unit operating across one district of Kent, delivering early help interventions and targeted support to vulnerable children, young people and their families.

Manage a caseload, providing a high quality, effective and responsive service for children, young people and their families, targeting support as required and at critical times and stages of development.

Main duties and responsibilities

1. Hold a range of cases within an Early Help Unit, complete comprehensive assessments and deliver early help interventions and targeted support to vulnerable children, young people and their families. These interventions and support will be designed to avoid the need to engage more intensive (statutory) interventions from Specialist Children's Services, as well as support children and young people who have been stepped down from specialist support.
2. Work closely with colleagues in the unit to deliver interventions and programmes with children, young people and their families in various settings including school, college, family home, youth clubs, children centres and other relevant community facilities. Assess and balance risk, vulnerability and protective factors to safeguard and promote the welfare of young people and staff.
3. Work with Integrated Children's Services colleagues to deliver excellent, innovative Early Help services in a timely and effective way. To deliver excellent evidence based practice which will include service delivery within open access provision.
4. Establish rapport and build respectful, honest challenging and supportive relationships with children, young people and their families including those who may have had little contact with services and may be hard to reach. Communicate effectively with children, young people and their families, ensuring their views are heard, recorded accurately and, wherever possible, acted upon using a range of tools.

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| 5. Develop effective relationships with local agencies, partners and Early Help commissioned Services to ensure seamless provision of services across the district. |
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| 6. Share information about children and young people with other agencies in order to manage the risk to others, to safeguard them and promote their welfare in line with the requirements of all relevant legislation and guidance |
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| 7. A commitment to work flexibly across the 0-25 age range and, on occasions, at evenings and weekends. |
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| 8. Maintain all records to a high and consistent standard, in line with policy. |
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Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Early Help Worker (Area Early Help Unit/Adolescent Service)*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

| | Criteria |
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| Qualifications | <ul style="list-style-type: none">Level 3 diploma (or equivalent) in childcare, Health, Social care, Youth Justice, Education, Youth Work or a relevant field with experience in a relevant role or evidence of relevant experience |
| Experience | <ul style="list-style-type: none">Experience of working with vulnerable children, young people and families in the public, private or voluntary sectorExperience of case management and assessment frameworksExperience of working in a multi-agency environmentExperience of using IT and electronic case management systems |
| Skills and Abilities | <ul style="list-style-type: none">Ability to build rapport and relationships with children, young people and their familiesAbility to deal with difficult/sensitive situationsAbility to work effectively as part of a unit/teamAbility to coordinate a multi-agency group to provide an effective service to children, young people and their familiesAbility to appropriately handle confidential informationOrganisational abilities and accurate record keepingAble to travel on a regular basis between sites |
| Knowledge | <ul style="list-style-type: none">Understanding of child and adolescent development and knowledge of parenting skillsSound knowledge of KCC safeguarding procedures and threshold criteriaKnowledge of Early Help and Prevention and understanding of legislative and policy frameworksKnowledge and understanding of policy and practice developments relevant to children and young peopleKnowledge of relevant Inspection FrameworksUnderstanding of equality and diversity principles |
| Behaviours and Kent Values | <p>Kent Values:</p> <ul style="list-style-type: none">We are brave. We do the right thing, we accept and offer challengeWe are curious to innovate and improveWe are compassionate, understanding and respectful to allWe are strong together by sharing knowledge |

- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making